Three Steps to Report Your Water Use Online

1. Create and Activate a Wisconsin Access Management System (WAMS) ID

2. Connect your water withdrawal information to your WAMS ID

3. Report Your Withdrawals

Step 1 - Create and Activate a Wisconsin Access Management System (WAMS) ID

Account security and identity validation for online reporting is handled by the WI Dept. of Administration. They administer the Wisconsin Access Management System (WAMS) so that users can create one ID and password that works for multiple tasks across different State of Wisconsin agencies.

If you already have a WAMS ID, you can skip ahead to Step 2.

*Bookmark this page
for easy reference later.*

Reporting water use

The annual deadline for reporting is March 1.

Option 1: Report online

Identity verification and authorization to report online is done through the W
Management System (WAMS) administered by the Department of Administ

Those who have an active WAMS identification (ID) can log in and report wa

Click Create.

Log in to submit water use reporting.

To create a WAMS ID, follow the self-registration and activation process. Aft
ID, you will be able to log in to the water use reporting system.

Create and activate a WAMS ID.
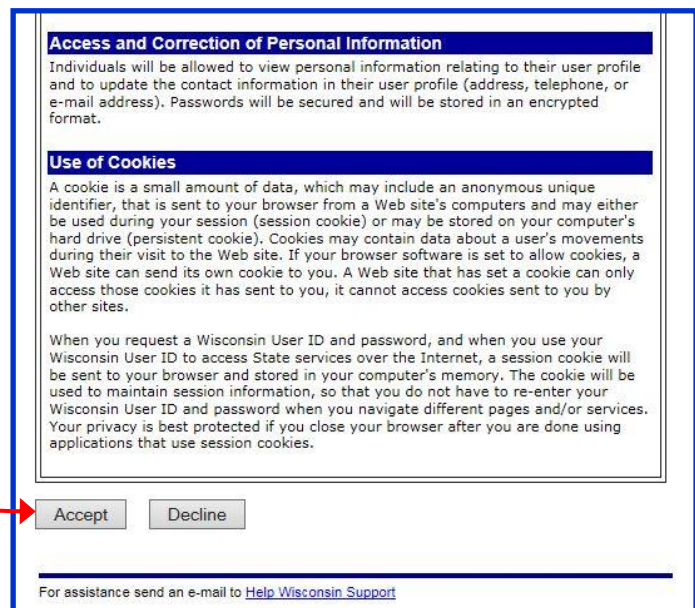
Once you are at the WAMS site, review the
terms of use and other information on the
introduction page.

State of WISCONSIN

Logout Help FAQ

Self-Registration

Welcome to the State of Wisconsin's self-registration process. Self-Registration allows
you to create your personal Wisconsin Login Account. This is your key to doing secure
business with the State of Wisconsin over the Internet.

OVERVIEW

The self-registration process consists of two parts:

Important!: We highly recommend that you complete Parts One and Two at the same
time. You **must** complete Part Two within four (4) days of requesting the account or you
will have to begin the self-registration process again.

Access and Correction of Personal Information
Individuals will be allowed to view personal information relating to their user profile
and to update the contact information in their user profile (address, telephone, or
e-mail address). Passwords will be secured and will be stored in an encrypted
format.

Use of Cookies
A cookie is a small amount of data, which may include an anonymous unique
identifier, that is sent to your browser from a Web site's computers and may either
be used during your session (session cookie) or may be stored on your computer's
hard drive (persistent cookie). Cookies may contain data about a user's movements
during their visit to the Web site. If your browser software is set to allow cookies, a
Web site can send its own cookie to you. A Web site that has set a cookie can only
access those cookies it has sent to you, it cannot access cookies sent to you by
other sites.

When you request a Wisconsin User ID and password, and when you use your
Wisconsin User ID to access State services over the Internet, a session cookie will
be sent to your browser and stored in your computer's memory. The cookie will be
used to maintain session information, so that you do not have to re-enter your
Wisconsin User ID and password when you navigate different pages and/or services.
Your privacy is best protected if you close your browser after you are done using
applications that use session cookies.

Scroll down and click "Accept" to begin creating
your WAMS ID.

Accept   Decline

For assistance send an e-mail to Help Wisconsin Support

On the WAMS self-registration page, you are required to enter your name, email and phone number. <u>Do not</u> enter address information!

Choose a unique user ID you will easily remember.

Choose a password that is at least 7 characters long and contains at least one letter and one number.

Choose a question that only you know the answer to. This is used to verify your identity in case you forget your password.

Once complete, click "Submit". You will be asked to verify your email address. **Carefully check that you typed your email address correctly** (if you make any errors on the registration form, you will be prompted to correct them at this point).

After you have submitted your registration, you will receive an email at the address you provided. The message will contain an internet link to activate your account. Click the link and enter the user name and password you created. After logging in, the screen will show that you successfully created and activated your WAMS account. You are ready to begin reporting.

Step 2 - Connect your water withdrawal information to your WAMS ID

Now that you have a WAMS ID, the next step is for DNR to identify you by your WAMS User ID. This is a one-time step that points your WAMS ID to the correct contact in DNR records. It only needs to be done the first time you log on. If you have already connected your account you will be taken directly to the reporting property page.

To begin, go to the page you bookmarked in Step 1 or click this link to return to the Water Use Online Reporting website. Click "Log in".

After successfully logging in with your WAMS ID and password, you will be directed to our introduction page for water use reporting. Click "Begin Reporting" after reading the information on the page.

You will be asked for your owner or operator number. This number is located on the postcard notifications and letters regarding reporting that the DNR has sent you . If you do not know this number, please contact water use program staff. If you know your owner or operator number click "Yes". Be sure to use the number that is associated with you if the owner and operator of the property are different.

Step 2 - Connect your water withdrawal information to your WAMS ID (Cont'd)

After entering your owner or operator number, you will be asked to verify your information. If it is incorrect, click "Retry" or call water use staff for help. If is it correct, click "Connect". Your WAMS User ID will now be associated with your owner or operator information.

Wisconsin Department of Natural Resources

Drinking & Ground Water Use Information System

Help

Connect to Your Account

Company Name	A-1 COMPANY		
First Name	CRYSTAL	Last Name	CLEAR
Address 1	10 SUPERIOR ST	Address 2	
City	ASHLAND State Wisconsin	Zip	51678
Phone	9201234567	Phone Ext	
E-Mail	crystal.clear@email.com		

If this is you, verify that the information is correct and click Connect.
If this is not you, click Retry or Logout

Connect   Retry   Sign Out

Continue to Step 3 – Reporting Your Withdrawals

Step 3 - Report your withdrawals

Once you have connected your WAMS ID with your owner or operator number, you will be routed to the reporting information. All of the properties that you are associated with as an owner OR operator of at least one source will appear as a row in the table. This page also indicates whether or not reports have been completed for all sources on the property.

By clicking "View History", you can see the prior year reporting for the sources on that property.

If the operator listed is incorrect, use the **Contact Us** link on the upper-right blue bar to email us with the correct information.

If a property you own or operate is not listed, please contact water use program staff for assistance at (608)266-2299 or use the **Contact Us** link on the screen.

To report water use for sources, click "Submit Report" for that property.

Helpful Tips:

- You will see each of the sources on the property along with identifying information about each source. You can change or insert information in the yellow boxes. You must list an email address for yourself, whether the owner or operator (or both) if you report online.

- If your information appears multiple times, you only need to change one location for the information to update! Updates won't show up until you save and return to the page.

- Information in blue boxes is mandatory for the reporting to be complete. Depending on how you answer whether you withdrew water, the blue boxes will change. If you don't have all of the information to complete reporting on a source, list it as incomplete and you can return later to finish the reporting.

- Uncheck the boxes above the reporting information for any sources that someone else will report. You will not be allowed to leave a source blank and submit reporting *unless* you uncheck the box for the source.

Step 3 - Report your withdrawals (Cont'd)

Enter the total gallons of water withdrawn for each month that you made a withdrawal.

Yearly Water Consumption

Property No	7908	Owner No	99999	Year	2014

Owner Name	A-1 COMPANY - CLEAR, CRYSTAL
Owner E-Mail	crystal.clear@email.com	Owner Phone		Owner Phone Ext	
Property Name	Dad's Farm

Field Name	Source - 1	Source - 2	Source - 3
HiCap Well No	8142	2811	1876
WUWN	BB957	NO706	KO396
Source No	3988	2656	1994
Pump Capacity(gpm)	1,000	1,000	1,100
Approval Date	05/19/1976	05/12/1999	08/30/1996
Completion Date	06/03/1976	05/27/1999	08/17/1996
Source Status	EXISTING source	EXISTING source	EXISTING source
Operator Name	A-1 COMPANY - CLEAR, CRYSTAL	- DOE, JOHN	DAIRY FARMS INC - SWISS, BROWN
Operator E-Mail	crystal.clear@email.com		dairyfarms@centurytel.net
Operator Phone		9206855873	7155796883
Source Name	COLLEEN	FREGINE	FORTNEY
Uncheck boxes for any source you will NOT be reporting on at this time. Reporting is required for all sources listed. Once saved you can't uncheck the box.			
	☑	☑	☑
Did you withdraw water from this source this year?	---Select--- ▼	---Select--- ▼	---Select--- ▼
Reason for no withdrawal	---Select--- ▼	---Select--- ▼	---Select--- ▼
Water Use Category	---Select--- ▼	---Select--- ▼	---Select--- ▼
Water Use Code	---Select--- ▼	---Select--- ▼	---Select--- ▼
Water Use Description			
Method Code	---Select--- ▼	---Select--- ▼	---Select--- ▼
Method Description			
Month	Withdrawal (gallons/month)		
Source Name	COLLEEN	FREGINE	FORTNEY
January			
February			
March			
April			
May			
June			
July			

Step 3 - Report your withdrawals (Cont'd)

August			
September			
October			
November			
December			
Total	0	0	0
Reporting Status	---Select---	---Select---	---Select---
Submit Date			
Submitted By ID			
Comment – (Use the Contact Us link if your information requires any action by DNR staff)			
Comment regarding this source			

Save   Cancel

site for the Wisconsin Department of Natural Resources
eet . PO Box 7921 . Madison, Wisconsin 53707-7921 . 608.267.3123

You can make comments about reporting for yourself or DNR in the comment box. If you would like information changed that you aren't able to change on the screen, DO NOT use the comments box! Use the Contact Us link in the upper-right corner of the blue bar to send us an email with your information.

When you are finished with your reporting, click "Save". You will return to the list of properties to report water use for another property or exit the system by clicking "Sign Out" in the upper-right corner in the blue bar. Email confirmation will be sent to each email address listed for the owner and any operators listed for the property when reporting is complete.

If you still have questions, concerns or comments regarding water withdrawal reporting or the online reporting system, please contact the Water Use program staff at (608) 266-2299 or email us at DNR Water Use Program.